

THESE ANSWERS ARE PROVIDED BASED UPON THE MOST ACCURATE INFORMATION WE HAVE TODATE, HOWEVER, THIS COULD BE SUBJECT TO CHANGE AT ANY TIME.

MME WORKSHOP 06/16/14 AT 8:00 A.M.

1. **Question:** I am the engineer. On the defined and colored, other than a PE stamp, there is no color on there is that really what you are looking for?

Answer (a): **Generally on the elevations we are going to need colors to demonstrate what the schemes are. The site plan, basic colors, landscaping is green, just to kind of pop out what the areas are.**

Question (b): Originals, for the PE stamps, or the copies don't require to be original.

Answer (b): **Planning can be copies. Building & Safety will require originals.**
2. **Question:** On the property ownership, what is the percentage cutoff of documentation? We have a lot of different owners owning the property. A lot have very small ownership interest in the property. How many of those owners you want documented? The owners are not involved in the business. The property is being leased.

Answer (a): **No, property owners are not required to submit any ownership interest documentation as long as there is no profit sharing and the lease is not based on revenue.**
3. **Question:** You list two fees that are to be included. Should we submit that in 1 or 2 checks?

Answer (a): **Either, but it is cashier's check, money order or cash, payable to the City of Las Vegas.**
4. **Question:** When filling out forms, the space provided is very small. If the space provided doesn't allow you to include both how can we deal with that?

Answer (a): **Additional pages with identifying header can be added and references to those pages need to be well documented.**
5. **Question:** You require us to list each page as noted as per the tabbed instructions of the form, but your forms themselves don't provide space that labeling. Do you want us to just type it in above and over what the form allows you or in the space at the bottom of the page?

Answer (a): **You do not need to label the bottom of the pages. When preparing your application packet, each section should be tabbed and identified as numbered to match the checklist.**
6. **Question:** The passport photos that you are requiring, can they be copies or do they have to be original photos?

Answer (a): **Originals.**
7. **Question:** On the ID, you said birth certificate and passport. Do you need both or just one?

Answer (a): **If you have a passport then you need both.**

8. **Question:** Regarding the State application, the entire state application as you will submit it which will happen after we submit to the City will be required under a tab in the application for business license? And there can be no discrepancies? So your state application should be done by July 8th instead of August.
- Answer (a):** **The State regulations were adopted April 1, 2014. The City has set its application date for July 8, 2014 through July 17, 2014, part of the requirements are the State documents.**
9. **Question:** If you are trying to apply for different types of companies in other jurisdictions will you be required to provide those State applications as well or just for what you are applying for with the City?
- Answer (a):** **Just what you are applying for with the City.**
10. **Question:** Will we be able to ask questions after this session?
- Answer (a):** **Yes.**
11. **Question:** It says contingency lease, but can a draft lease be submitted and that can be supplemented with an executed lease?
- Answer (a):** **Yes, but it has to be signed. It can be contingent upon being approved but it has to be signed.**